In order to maintain continuity of government operations and in particular, continuity of mission essential functions, sufficient staff coverage is necessary. Accordingly, a statewide system to enable Agencies/Departments to track overall workforce absenteeism has been developed. Tracking workforce absence rates will allow Appointing Authorities to adjust and possibly shift the workforce to maintain coverage of essential government operations.

Your Agency/Department has been asked to collect workforce absence data for input into the survey beginning on Thursday, November 5, 2009. At this time it will only be necessary for your Agency/Department to enter workforce absence data on Thursdays in order to provide a snapshot for each week of the State workforce absence rates. Depending on the severity of any outbreak, it may become necessary to increase the frequency of the Agency/Department workforce absence reporting.

If you have questions about the Zoomerang workforce absence tracking survey or reporting protocol, please contact Karin Tierney, DHR Labor Relations Specialist at 802-828-2972 or karin.tierney@state.vt.us. For questions about COOP, please contact Keith Grochowik, Safety & Security Program Manager, Buildings and General Services at 802-828-1423 or keith.Grochowik@state.vt.us.

Thank you for your assistance on this important matter.

SURVEY INSTRUCTIONS:

- The HR staff member with responsibility for entering workforce absence data into the Zoomerang survey should have at least one back up person to cover reporting responsibilities in the event of his/her own absence.
- The data to be collected and entered for Agency/department employees who are OUT SICK includes: an employee's own absence for illness; an employee's absence for death or illness of an immediate family member. If an employee comes in to work and then goes home sick PRIOR to division data submission, then the employee may be counted as OUT SICK. It is not necessary to count an employee as OUT SICK if s/he has left work temporarily for a medical appointment and will return (i.e. two hour doctor's appointment). What type of leave an employee is using is irrelevant. What matters is whether the employee has indicated that s/he is unable to come to work due to illness.
- That data to be entered for employees who are OUT FOR OTHER REASONS includes any reason other than being out due to illness (vacation, etc.).
- Absence data for employees who work 2nd or 3rd shift should be collected from the prior day (i.e. collect Wednesday data to report on Thursday). Absence data for employees who work 1st shift should be collected and reported by noon on the same day (i.e. collect Thursday data to report on Thursday by noon).
- Any additional pertinent information may be entered in the COMMENTS field.